

Sollicitation No. - N° de l'invitation
W8484-230313
Client Ref. No. - N° de réf. du client
W8484-230313

Amd. No. - N° de la modif.
File No. - N° du dossier
W8484-230313

Buyer ID - Id de l'acheteur
CCC No./N° CCC - FMS No./N° VME

RETURN BIDS TO:

Jean-michel.laroche@forces.gc.ca

REQUEST FOR PROPOSAL

Proposal To: Department of National Defence

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Ministère de la défense nationale

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées, ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

**Instructions : See Herein
Instructions: Voir aux présentes**

Comments - Commentaires

Title – Sujet NSP 2022 - Accommodation Services		
Solicitation No. – N° de l'invitation W8484-230313		Date 15 August 2022
Client Reference No. – N° référence du client W8484-230313		
GETS Reference No. – N° de reference de SEAG		
File No. – N° de dossier W8484-230313		
Solicitation closes on 29 Aug 2022 at 14:00		Time Zone Fuseau horaire EDT
F.O.B. - F.A.B.		
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to : - Adresser toutes questions à: Jean-Michel Laroche		Buyer Id – Id de l'acheteur
Jean-michel.laroche@forces.gc.ca		FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Ottawa ON, Canada		

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Security Requirements

This requirement is unclassified and there is no security associated with this requirement.

1.3 Statement of Work

The Work to be performed is detailed under Annex A – Statement of Work.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.5 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003** (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Section 02, Procurement Business Number is deleted in its entirety.

Section 05, Submission of Bids – Subsection 3 is deleted.

Section 20, Further Information is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid, one (1) soft copy by email.

Section II: Financial Bid, one (1) soft copy my email.

Section III: Certifications, one (1) soft copy by email.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex B - Basis of Payment.

Section III: Certifications

Bidders must submit the certifications and additional information required in Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

MT1. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

Bids not meeting these mandatory technical criteria will be declared non-responsive.

By submitting a bid, the bidder agrees to comply with all aspects of Annex A - Statement of Work. Full compliance with the Statement of Work is mandatory.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Evaluation of Price

Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, applicable fees and taxes included.

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada-esdc-labour-s-website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modification:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 08 September 2022 to 15 November 2022.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is: ***“To be inserted at Contract Award”***

Name: _____

Title: _____

Department of National Defence

Directorate: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: ***“To be inserted at Contract Award”***

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor has identified the following individual as its representative for administrative matters relating to the Contract.

Contractor Representative's Contact Information.

Name: _____

Title: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____ CAD. Customs duties and applicable fees are included, and Applicable Taxes are extra.

6.7 Invoicing Instructions

Canada will pay the Contractor on a monthly basis for work completed during the month covered by the invoice in accordance with the payment provisions of the contract if:

- a. an exact and complete invoice as well as any other document required by the contract have been submitted in accordance with the invoicing instructions provided for in the contract;
- b. all of these documents have been verified by Canada;
- c. the work delivered has been accepted by Canada.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____, Canada. (**To be inserted at contract award**).

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C 2021-12-02;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (**To be inserted at contract award**).

6.11 Defence Contract

SACC *Manual* clause [A9006C](#) 2012-07-016 Defence Contract

6.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A" - STATEMENT OF WORK

1. Scope

1.1 Purpose

The Canadian Armed Forces (CAF) will conduct The National Sentry Program (NSP) in Ottawa, Ontario, annually from April to November. The CAF will require accommodations and services for the duration of these events. These services will be required from **08 September 2022 - 15 November 2022**.

1.2 Background

The National Sentry Program brings Canadian Armed Forces (CAF) personnel from all parts of Canada to stand sentry at the Tomb of the Unknown Soldier in Ottawa, Ontario. Sentries are posted every year between April 9 and November 10. Sentries arrive in Rotations, and during the handover of rotations, there is a temporary increase in the amounts of personnel on the ground.

1.3 Terminology

- a. A single-occupancy room means at least one bed (single or larger);
- b. Adjoining room: two (2) single-occupancy rooms with a shared bathroom between them; and

2. Requirements

2.1 Tasks

The Contractor must provide hotel accommodations for up to 60 people for the dates indicated in Table 1.

Table 1 – REQUIREMENT

Group	***Date Check-in and Check-out***	# of Nights (A)	Single-Occupancy Rooms			Note
			# of Rooms (C)	Total # of Persons	# of Breakfast Meals	
6	08 Sept 2022 to 21 Oct 2022	43	30	30	30	60 rooms are required from 15 October to 21 October as indicated by the overlap of dates between group 6 and 7
7	15 Oct 2022 To 15 Nov 2022	31	30	30	30	

2.2 Technical Requirements

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

2.2.1 All contracted facilities must be located no more than 5 kilometers from The National War Memorial Elgin St, Ottawa ON from 08 September to 15 November 2022, according to Google Maps (www.google.ca/maps), specifically GPS Coordinates: Lat: 45.4235858 Long: -75.6948769. Distance is measured using road distance.

2.2.2 Hotel must provide up to 60 bed spaces using single-occupancy rooms for the required dates as detailed in Table 1;

2.2.3 All rooms must be non-smoking;

2.2.4 All rooms must have a private bathroom or two rooms sharing one adjacent bathroom with a minimum of toilet, sink, and shower;

2.2.5 A key must be provided for each person occupying a room;

2.2.6 The hotel must include a hot breakfast (North American style) or buffet served between hours 06:00-08:00hrs. North American Style Breakfast or buffet to include: juice, fruit, breakfast entrée, breakfast meat or alternative, cheese or yogurt, two fruit options, breakfast starch, breakfast vegetable, bread product, coffee and tea, condiments/preserves;

2.2.7 General room cleaning supplies must be provided;

2.2.8 Fresh towel service and shampoo and soaps sufficient for the number of room occupants must be provided on a daily basis. Bedding exchange must occur on a weekly basis.

2.2.9 Rooms must have Wi-Fi access;

2.2.10 Rooms must be heated and air conditioned;

2.2.11 The CAF will require staff parking spaces. The parking spaces must meet the following criteria:

- a. Be located within one hundred (100) meters of the accommodations; and
- b. Accommodate a minimum of 7 staff vehicles.

2.3 Rations – Meals/Food Services

The Contractor must:

- a) Provide on-site cafeteria or dining style accommodations, 7 days a week for the breakfast meal;
- b) Provide daily breakfast from 06:00 - 08:00 hours;
- c) Ensure the on-site cafeteria or dining style accommodations has the capacity to provide breakfast to all Sentry Guard personnel at the same time;
- d) Provide all meal preparation, furniture, cutlery, dishes, and cleanup services;

- e) Have the capacity to meet the estimated number of breakfast servings as per the standard specified in Table 2 below;

Table 2 - Standard Per-Person Meal Entitlement	
Meal	Standard Meal Entitlement
Breakfast	Juice; Fruit; Breakfast entrée; Breakfast meat or alternative; Cheese or Yogurt; Breakfast starch; Breakfast vegetable; Bread product; Two beverages; and Condiments/Preserves.

2.4. Constraints

2.4.1. Personnel shall not be relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.

2.4.2. The successful bidder(s) must provide early check-in and late check-out as required to accommodate flight times and/or changes.

2.5. Incidental Charges

The Contractor must ensure all incidental charges are segregated from the contracted room rate. Any incidental charges incurred by specific rooms will be the responsibility of the member residing in the room at the time the charges were incurred and must be billed separately. These additional costs must be charged prior to member departure.

Incidental charges are defined as:

- Telephone charges;
- Food and beverage charges outside the regular contracted meals;
- Minibar charges;
- Charges for damages; and
- Any other charges/incidentals that a CAF member could personally incur.

2.7. Contractor Responsibilities

2.5.1. The Contractor must designate an on-site Point of Contact (POC), proficient in English or French, to provide customer service on a twenty-four (24) hour basis, seven (7) days per week.

2.8 CAF Responsibilities

2.5.1. The CAF Technical Authority will be responsible to provide a list of the names of the personnel staying in the accommodation at least five days prior to the occupancy dates.

3. Deliverables

3.1. The Contractor must provide the services detailed in this SOW.

ANNEX "B" - BASIS OF PAYMENT

The Bidder must provide accommodations services in accordance with Annex A – Statement of Work.

Bidders are requested to provide their bid information in Table 2 and Table 3 below. In order to be considered, proposals must include all required information.

* The following tables contain estimated figures that are supplied for evaluation purposes only.*

Table 2 - ACCOMMODATIONS

The cost of all services stipulated in Annex "A" – Statement of Work **must be included in the quoted rate prices.** This includes the cost of breakfast services.

Group	***Date Check-in and Check-out***	# of Nights (A)	Single-Occupancy Rooms			Total cost for Single rooms (A*B*C)
			Nightly Price (B)	# of Rooms (C)	Total # of Persons	
6	08 Sept 2022 to 21 Oct 2022	43		30	30	
7	15 Oct 2022 To 15 Nov 2022	31		30	30	

*** BIDDERS should note the overlapping dates between Groups 6 & 7. Sixty (60) single-occupancy rooms will be required during these periods. ***

Table 3 - TOTAL COSTS

TOTAL COSTS (in CAD \$)	
Total estimated value, inclusive of applicable fees without applicable taxes:	
Total estimated value of Taxes for accommodation services:	
Total estimated value of accommodation services <u>with</u> applicable taxes & fees:	